PROCEDURE FOR HOSTS, GUIDES, PLAYBACK PERSONS

When the participant arrives, the host at the desk welcomes the participant and checks the appointment book. Then, the host introduces the participant to one of the guides.

The guide should be ready with a videotape cassette which has been cued up to the record point (8 seconds between recordings). If this is to be the first time this cassette is used, the guide should write the date on the label. The guide should then tell the participant a little about the LOVE TAPES and make him/her feel welcome and comfortable. Then, the guide will:

-- help the participant select a backdrop and musical tape
-- show the participant where to sit; what to expect; how long the recording will last; to start speaking when the music begins and to stop speaking when the music ends; that if he looks at the monitor his eyes will be looking downward, and if he looks directly into the camera his eyes will look 'out at the world' (he can look anywhere he wants); he should stay seated until the image fades away
-- attach the microphone to the participant's blouse, shirt, etc.
-- tell him no one is watching as the tape is recorded
-- tell him the tape may be erased, if desired
-- insert the cassette into the recorder and "zero" the recorder
-- start the recorder and open the camera lens
-- leave the recording booth
-- start the audiotape

The guide will hear the end of the audiotape outside the recording booth on the headphones. When the music ends, the guide will:

-- re-enter the recording booth
-- fade-out the image and stop the recorder
-- rewind the videotape back to "zero"
-- take the participant and the videotape into the private playback area

After the participant the guide watch the playback (the guide should explain that this playback is not seen outside by anyone else), the guide will:

-- give the participant a button
-- if the participant will sign a release, give him one and put the participant's name on the label of the cassette
-- if the participant will not sign a release, rewind the tape, and cue it up for the next recording

If the tape is to be viewed, give it to the playback person rewound and ready-for-playback. If it is to be erased, place it with other tapes that are ready-to-be-recorded.

the PLAYBACK PERSON receives tapes from the guides ready-to-play. After playback, they should be rewound and cued up with 8 seconds of gray after the last recording and placed with tapes ready-to-be-recorded

The DESK PERSON will:

-- answer phones & make appointments
-- rewind audiotapes and keep them in order
-- greet people
-- answer questions

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